

SAN JUAN COUNTY LIBRARY- BLANDING BRANCH TECHNOLOGY PLAN 2004-2006

1. MISSION: SERVICE

San Juan County Library's technology plan is supported by the library's long-range plan, 2004-2006. The library wants "Electronic democracy for all people to meet their needs to obtain and evaluate information in the technological world of today and the future." These plans are devised for the goal of "Access for All" and specifically that the citizens of San Juan County have equitable access to the world of information through libraries.

2. SERVICE, GOALS, AND OBJECTIVES

Three goals have been decided upon to achieve the library's long-range plan, 2004-2006 that relates to technology.

- a) Provide maximum access to all the community for needed information related to business and finance, government, consumer or general subjects in a satisfactory and timely manner.
- b) Provide "adequate" current materials, both print and non-print that respond to the need for information for all ages and backgrounds.
- c) Provide up-to-date electronic circulation services to the patrons

To satisfy these goals the library will expend 3-5% of its budget and 100% of the monies acquired from the State Library's grant on electronic resources. The library would like to design a "home page" that will help patrons with easier access to information on the Internet, as well as information on library services and programs.

The library will utilize information on the Internet whenever practicable for the quickest and most economical response.

3. STAFF AND PATRON TRAINING

The library utilizes electronic training opportunities either locally, regionally, or those made possible through the State Library. To date all staff have had training on Microsoft Windows, Internet searching, and other Microsoft Office programs.

Patrons are trained to use the on-line catalog and Internet with a hands-on demonstration and with extra help as needed. Patrons are also offered weekly computer training classes that cover basic computer knowledge, email, Internet and searching.

4. EXISTING TECHNOLOGY AND SERVICES

The library is linked to the San Juan School District server in Blanding. The library has 11 computers, (1-card catalog; 2-staff use only, check-in, check-out, etc.; 8-Internet access). 9 computers have access to Microsoft Office programs.

All computers are connected to one laser jet printer and one color printer for patron and administrative purposes.

The library's phone number also accesses a fax line.

5. PLANNED TECHNOLOGICAL UPGRADES, SERVICES AND TIMELINE

Year 2004 objectives

- a) Replace 3 old computers with 3 new ones for patron accessibility.
- b) Purchase a digital camera for documenting library programs and services.
- c) Establish access for lap top users.
- d) Provide headphones for each computer terminal.
- e) On-going computer maintenance.
- f) On-going training for staff and patrons.

Year 2005 objectives

- a) Replace 2 oldest computers with up-to-date models.
- b) Design a home page.
- c) On-going computer maintenance.
- d) On-going training for staff and patrons.

Year 2006 objectives

- a) Replace any keyboards and mice when necessary.
- b) Replace 2 oldest computers with up to date models.
- c) On-going computer maintenance.
- d) On-going training for staff and patrons.

6. EVALUATION

Evaluation will be the objectives listed. The number on new computers and other equipment, as well as new electronic resources will be a matter of record. The addition of a home page and the updates to the home page will be self-evaluated. Users of the system will be recorded daily.

7. BUDGET

Due to budget fluctuation, a line specific amount cannot be determined, except on a year-to-year basis. As stated previously, 3-5% of the budget and 100% of grant monies will be dedicated to the technology plan.